



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Unit Assistant  
**LOCATION:** Park View Health Center  
**HIRING RANGE:** \$15.83-\$17.46/Hr.  
**STATUS:** Full time  
**HOURS PER WEEK:** 40  
**WORK HOURS:** 8:00 am – 4:00 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Unit Assistant  
**DEPARTMENT:** Park View Health Center  
**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Unit Assistants will maintain the mission of Park View Health Center by ensuring each resident receives the necessary care and services, through a multidisciplinary approach to attain or maintain their highest practicable physical, mental, and psychological well-being.

Unit Assistants will provide each neighborhood with an organized and therapeutic environment which promotes maintenance or enhancement of resident quality of life; all in accordance with Park View Health Center's policies and procedures; Winnebago County policies; and Federal and State regulations.

### **ESSENTIAL FUNCTIONS:**

1. Maintains organization of the neighborhood(s) to ensure a therapeutic environment by managing the day-to-day requirements of the neighborhood. Greets visitors, families and residents; answers neighborhood multi-line telephone phones and communicates

messages to the appropriate recipient; and orders sufficient neighborhood supplies and stocks the neighborhood supply closets.

2. Manages resident active medical records by filing current medical information in medical charts and placing medical information into overflow as needed. Reviews admissions records, transfer records, and death records for complete components. Follows up with various internal and external medical records personnel to acquire any missing components. Maintains confidentiality of residents in accordance with HIPPA.
3. Assists neighborhood residents in their activities of daily living by arranging resident community appointments and medical appointments; assisting with mail, assisting with residents' requests for personal funds, and assisting residents with using the telephone.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Collects all neighborhood chart components upon a resident's transfer, discharge or death, and provides the complete chart components to the Medical Records Department.
2. Arranges resident community appointments and medical appointments, including scheduling transportation services, preparing medical paperwork, and communicating the date and time of the appointments to the resident and the resident contact representative.
3. Assists with the admission process for new residents by organizing the transfer of medical paperwork within medical chart and obtaining a photograph of the resident for medical records.
4. Assists the neighborhood interdisciplinary team with the organization of resident care conferences by preparing care conference forms, setting a meeting room, and notifying the resident for attendance as needed.
5. Maintains, organizes, and updates forms within the neighborhood file cabinets.
6. Disposes of paper forms of non-pertinent neighborhood information by shredding to maintain confidentiality (i.e. CNA worksheets)
7. Applies labels to identify residents' personal equipment items and documents the items within the medical chart. (i.e. hearing aides, dentures, wheelchairs, walkers, canes).
8. Schedules and monitors the daily schedule for resident lab work, reviews list to ensure timely compliance, and provides updates to the laboratory related to changes in the requested lab services.
9. Monitors and updates the monthly schedules for physician compliance visits within the S-Drive; prepares information/documents/forms in anticipation of physician visit, provides resident information as requested, and updates resident's electronic medical record to document physician visit.
10. Provides assistance with resident off-neighborhood in-house physician consultations by organizing the date and time of the visits, scheduling an area/room for the in-house consultation visits to occur, reviewing the list of residents to be seen, providing transportation, and by managing the resident's medical chart while it is off the neighborhood for in-house consultant visits such as eye exams, podiatry, audiology, dental, and other in-house physician consults as needed.
11. Maintains all neighborhood supply closets to ensure adequate supply of items and orderly organization, this includes; storage spaces/shelves within neighborhood office, laundry room cabinets, kitchen cabinets, nursing supply closets, and neighborhood dayroom cabinets.
12. Assists with clerical needs by typing meeting notes and materials using correct word structure, grammar, and spelling by operating computer programs such as Microsoft Excel to complete tasks as requested.
13. Assists with resident meal time set-up and clean-up, assists in the transportation of residents to activities within the facility, and assists in answering resident call-lights as needed.

14. Immediately reports any incident where you observe or have knowledge of alleged mistreatment, abuse or neglect of a resident or misappropriation of a resident's property in accordance with PVHC policy and procedures.
15. Performs other related duties as assigned.

#### **WORK RELATIONSHIPS:**

1. Supervised by RN Neighborhood Supervisor.
2. Directed within nursing department by Director of Nursing.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School Diploma
2. Ability to accurately type 40 words per minute
3. Clerical training or experience in a health care setting working with medical information and records
4. Preference for long-term care experience as a certified nursing assistant (CNA).

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledgeable in medical terminology
2. Knowledgeable in effective communication with peers and supervisors to include verbal conversations, written correspondence and active communication.
3. Knowledgeable and demonstrates good customer service with professionalism to provide and maintain courteous working relationships with residents, visitors, peers, interdisciplinary team members, management and administration.
4. Knowledgeable in use of a computer to include skills with receiving and sending emails, computer documentation, accessing computerized educational modules, and demonstrate the ability to learn new software as needed
5. Knowledgeable in the use of Microsoft Office applications to include Microsoft Word, Microsoft Outlook and Microsoft Excel
6. Knowledgeable in use of office equipment to include but not limited to multiline telephone, nurse call-system android phones, fax machine, desk top computer and laptop computer-on-wheels.
7. Skilled in organization to include physical environment, mental planning/scheduling, and time management.
8. Skilled in teamwork to maintain working as a part of an effective interdisciplinary team.
9. Skilled in time management to effectively meet deadlines while maintaining flexibility in assignments.
10. Skilled in working efficiently to complete tasks with minimal supervision while encountering neighborhood disruptions and distractions.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to perform minimal lifting (10 - 25 lbs), bending, squatting, reaching high & low, in order to complete assigned neighborhood tasks on an occasional basis.
3. Ability to hear conversation and speak clearly on a constant basis.
4. Ability to function in situations encountered in a normal office setting